

## HELMSLEY TOWN COUNCIL

### AGENDA for the Monthly Meeting of Helmsley Town Council

to be held in the National Park Meeting Room on Monday 28<sup>TH</sup> January 2019 at 6:30pm

Documents are on the new town council website, [click here](#) to be linked through to the date of the meeting and supporting documents in the calendar on the home page.

#### Part One – opening business

##### 1 Apologies

- a) To receive any apologies for absence.
- b) To consider approving those apologies.

##### 2 Code of Conduct

To receive declarations of interest as required by the Code of Conduct.

##### 3 Public Comments

To receive comments from the public for future consideration.

##### 4 Minutes

To agree and sign the minutes of the Ordinary Meeting held on the 17<sup>th</sup> December 2018.

##### 5 Exchange of Information and items for next agenda

###### Chairman

###### Clerk's Report. Information

- i. Helmsley Town Council website update – same address as before, [www.helmsleytowncouncil.co.uk](http://www.helmsleytowncouncil.co.uk). Please note that for a few weeks some cached and no long valid pages from the old Vision website will pull up when searching.
- ii. Part of white painted fence near bridge was damaged at new year. The town council will repair/replace it.
- iii. RDC Ryedale Market Towns Project letter circulated by email 21 December 2018.
- iv. NYCC. Email about [Helmsley Traffic Report](#). NYCC is pulling together a detailed reply regarding the report, examining the injury collision database for Helmsley looking in detail at historic injury collisions and the causes of these collisions. Some officers have visited Helmsley looking at the areas highlighted in the report.
- v. M J Young Tree Services has completed the work ordered in 2018 but has left the weeping ash in the Old Cemetery to see if it comes into leaf because the dry summer may have affected it badly.
- vi. [NALC open letter to councillors](#).

#### Part Two – for determination

##### 6 Planning. To consider the following applications:

- a) **Application** [18/01393/FUL](#) **Location** BISCA Design (Unit 2), Sawmill Lane, Helmsley  
**Proposal** Installation of external supply air duct and ducted exhaust flue for use in connection with new internal spray booth.
- b) **Application** [18/01394/ADV](#) **Location** BISCA Design (Unit 2), Sawmill Lane, Helmsley  
**Proposal** Display of 1no. non-illuminated individual letter fascia sign on west elevation.
- c) **Application** [19/2019/0009/FL](#) **Location** The Cliff Stud, Carlton Road, Helmsley  
**Proposal** 3 no. camping pods with associated car parking and landscaping works
- d) **Application** [19/00021/HOUSE](#) **Location** 6 Bells Court, Helmsley  
**Proposal** Erection of single storey rear extension and single storey extension to front elevation

##### 7 Helmsley Market Square

- a) To consider a response to Ryedale District Council's decision (see email) to hold the market on Good Friday when traditionally the three churches of Helmsley hold an ecumenical service and procession culminating at the Cross in the Market Square.
- b) To consider the following motion:  
That the Council investigate the feasibility of purchasing the Market Square from RDC.

## 8 Noticeboards on the Town Hall

- a) To note that following enquiries from the Secretary of the Helmsley Town Hall Trustee, the clerk has confirmed that the town council paid for its noticeboard on the side of the town hall, which was made by Philip Pearce. The clerk cannot answer questions about whether Listed Building Consent (LBC) and Planning Permission were received as the National Park's online records only go back to 2007.
- b) To consider either moving the council's board to the gable end of the Town Council office or, if the Town Hall Trustee confirms in writing that the noticeboards may remain and at what cost - a substantial annual fee has been suggested, paying a fee of £40 to the National Park for pre-application advice which will disclose whether the council and sports club noticeboards have LBC and planning permission to be followed by a planning application necessary.

## 9 Operation London Bridge and Books of Condolence for HM the Queen and other royal persons.

To consider if/how the council can or wishes to contribute to Operation London Bridge, such as buying Book(s) of Condolences for use in the church (Rev. Robinson has agreed) and library (latter tbc) till the day after the funeral, the books to be returned to the council and retained for future use.

## 10 The Limes Play Area

To consider putting up a sign provided free by RDC as part of the [Breathe 25](#) campaign.

## 11 Meetings and Training: To consider attendance and to appoint a representative trustee

- a) Ryedale Parking Strategy Consultation with Parking Perspectives, 29<sup>th</sup> January, 9am in Helmsley. Venue tbc. Cllr Parkin
- b) Helmsley Town Hall. To appoint a Helmsley Town Council councillor as a representative Trustee.
- c) YLCA RDC Branch Meeting Tue 5 Feb at 7:00pm at RDC. Cllr Swift and the clerk.
- d) 4G Coverage/Emergency Services Network - Meeting of Parish Councils, EE, Kevin Hollinrake – date and time to be confirmed after expressions of interest from councillors.
- e) NY Branch SLCC Training Day, Helmsley in March, £30. The clerk and any councillor(s). Agenda tbc.
- f) SLCC Regional Training Conference at Harrogate in July 2019, £80. The clerk.

## 12 Finance and Audit

- a) Verges. To consider cutting North Yorkshire County Council's visibility splays for £620.61 in 2019.
- b) To consider appointing Mr Ian Smithson as Internal Auditor for a fee of £167.
- c) To ratify the clerk's appointment of the [Parkinson Partnership](#) for a VAT report for the council acting as Sole Trustee for the Charity (the advisors used by the YLCA) for a fee of £600 and to authorise the clerk to seek further advice as required.  
**To consider the following grant applications:**
- d) Helmsley Sports & Social Club £250 for set-up costs.
- e) Helmsley Community Library £250 for 3 years, starting from 2018-2019, for running costs.
- f) Helmsley Town Hall £250 for 3 years starting from 2018-2019, for refurbishment costs.  
**Budget and Precept 2019-2020**
- g) To agree the budget for 2019-2020, to note the estimated income and expenditure for 2019-2020 and the estimated opening balance/reserves on the 1 April 2019.
- h) To consider drawing on reserves, if sufficient, to contribute towards the balance between estimated income and expenditure.
- i) To consider earmarking some reserves, in addition to those already earmarked.
- j) To agree the precept for 2019-2020 to be used to meet the balance between estimated income including/excluding the use of reserves and expenditure.  
**2018-2019 expenditure**
- k) To consider whether or not to bury the power cables at a cost of £23,578.90 plus VAT, to be paid from reserves in February 2019 on order following request from HSSC to consider this instead of a £10,000 grant towards MUGA, taking into account the budget and precept agreed for 2019-2020.
- l) To authorise two councillors to make payments.

### **Part Three – For Information**

#### **13 Planning Decisions**

La Trattoria, 17 Market Place, Helmsley, NYM/2018/0715/AD.

#### **14 Meeting and training reports**

None.

#### **15 Finance, Budget and Precept**

- a) To receive and note the [Bank Reconciliation](#) to the 31 December 2018.  
b) To receive and note the [Running Budget](#) to the 31 December 2018.  
c) To note that the NEST Pension Payment was paid via Direct Debit in January.  
d) To note that two councillors authorised the following payments to be settled by BACS by the 28<sup>th</sup> January 2019.

<b>Payee</b>	<b>Reason</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Yorkshire Local Councils Associations	Attendance for Cllr Saggars on Chairmanship Skills training course	£45.00		£45.00
Duncombe Sawmill Ltd	Hardware & wood for fencing work	£102.85	£20.57	£123.42
Bilsdale Tree Services	Pruning works to churchyard limes	£60.00	£12.00	£72.00
M J Young Tree Services	Various pruning works around the town	£560.00		£560.00
NYMNPA	Office accommodation & IT support	£755.09	£25.77	£780.86
Ms V Ellis	Mileage/homeworking	£23.40		£23.40
Salaries	Staff salaries x3	£1995.17		£1995.17
HMRC	PAYE/NI	£416.04		£416.04
	<b>TOTAL</b>	<b>£3957.55</b>	<b>£58.34</b>	<b>£4015.89</b>

### **Part Four – Staffing Matters**

#### **16 Staffing**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public & representatives of the press & broadcast media may be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

To review salaries and Spinal Column Points.

**Signed**

**Date**